



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
**CMR 457**  
**APO AE 09033**

IMEU-SWF-ZA

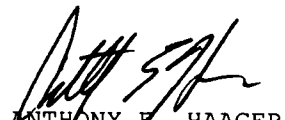
20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 1-2, Community Commander's Open Door Policy

1. Applicability: This policy statement applies to all military, civilian and local national personnel of the Schweinfurt Military Community. Permanently post this memorandum on all official bulletin boards.
2. Proponent: Equal Employment Opportunity Office (EEO), 354-6507 and Equal Opportunity Office (EO), 354-6225.
3. An essential element of leadership is maintaining two-way communication between leaders and subordinates. Every supervisor must have an "OPEN DOOR" policy.
4. Problem solving is an inherent responsibility of command. Soldiers and employees should normally resolve problems and concerns by working through the chain of command. While I do not encourage bypassing levels in the supervisory chain, there may be occasions to do so. If an individual is not willing to discuss a problem with any of their supervisors, there are many other channels available. The Inspector General, Staff Judge Advocate, Chaplain, American Federation of Government Employees - Works Council, National Association of Government Employees - Equal Opportunity Office, Equal Opportunity Advisor and Army Community Services all provide means of assisting members of this command.
5. My door is open to anyone who feels the chain of command has not satisfactorily resolved their problem after seeking assistance from one of the many agencies and activities listed above. For an appointment with me, contact my office at 354-1500.
6. Commanders, directors, and section chiefs will disseminate this policy and include it in orientation for newly assigned personnel.

"Pride, Professionalism, Teamwork"

  
ANTHONY E. HAAGER  
LTC, QM  
Commanding

DISTRIBUTION: A

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This Policy Memorandum supersedes Policy Memorandum #1-2, dated 14 Sep 04 and remains in effect until superseded or rescinded.